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Caveats: NONE

Subject: ALARACT 126/2007, ARMY DISTRIBUTED LEARNING
GOVERNANCE; APPROVAL PROCESS FOR DISTRIBUTED LEARNING
COURSEWARE DEVELOPMENT (UNCLASSIFIED)

Precedence

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THIS MESSAGE HAS BEEN SENT BY THE PENTAGON
TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON
DC//DAMO-ZA//

SUBJECT: ARMY DISTRIBUTED LEARNING (DL) GOVERNANCE;
APPROVAL PROCESS FOR DISTRIBUTED LEARNING COURSEWARE
DEVELOPMENT

1. REFERENCES:

A. DEPARTMENT OF DEFENSE DIRECTIVE (DODD) 1322.18, MILITARY
TRAINING, 3 SEP 04.

B. DODI 1322.20, DEVELOPMENT AND MANAGEMENT OF INTERACTIVE
COURSEWARE (ICW) FOR MILITARY TRAINING, 14 MAR 91; AND
CHANGE 1,
16 NOV 94,
[HTTP://WWW.DTIC.MIL/WHs/DIRECTIVES/CORRES/HTML/132220.HTM](http://WWW.DTIC.MIL/WHs/DIRECTIVES/CORRES/HTML/132220.HTM).

C. DODI 1322.26, DEVELOPMENT, MANAGEMENT AND DELIVERY OF
DISTRIBUTED LEARNING, 16 JUN 06,
[HTTP://WWW.DTIC.MIL/WHs/DIRECTIVES/CORRES/HTML/132226.HTM](http://WWW.DTIC.MIL/WHs/DIRECTIVES/CORRES/HTML/132226.HTM).

D. ARMY REGULATION 350-1, ARMY TRAINING AND LEADER DEVELOPMENT, 13 JAN 06,
[HTTP://WWW.APD.ARMY.MIL/PDFFILES/R350_1.PDF](http://www.apd.army.mil/pdf/files/R350_1.pdf).

E. MESSAGE, HQDA, DCS G-3/5/7, DAMO-TRI, 141941Z FEB 06,
SUBJECT: ARMY DISTRIBUTED LEARNING POLICY,
[HTTP://WWW.TRADOC.ARMY.MIL/TADLP/DOCUMENTS/ARMY%20DL%20POLICY%20MSG.HTM](http://www.tradoc.army.mil/tadlp/documents/army%20DL%20POLICY%20MSG.htm).

F. TRADOC REGULATION 350-70, SYSTEMS APPROACH TO TRAINING MANAGEMENT, PROCESSES, AND PRODUCTS, 9 MAR 00,
[HTTP://WWW.TRADOC.ARMY.MIL/TPUBS/REGNDX.HTM](http://www.tradoc.army.mil/tpubs/regndx.htm).

G. TRADOC PAMPHLET 350-70-12, DISTRIBUTED LEARNING - MANAGING COURSEWARE PRODUCTION AND IMPLEMENTATION, 29 MAR 04, [HTTP://WWW.TRADOC.ARMY.MIL/TPUBS/PAMS/P350-70-12.HTM](http://www.tradoc.army.mil/tpubs/pams/p350-70-12.htm).

H. TEMPLATES, DISTRIBUTED LEARNING EDUCATION AND TRAINING PRODUCTS (DLETP) DELIVERY ORDER (DO) FOR NEW INTERACTIVE MULTIMEDIA INSTRUCTION (IMI) COURSEWARE AND DISTRIBUTED LEARNING EDUCATION AND TRAINING PRODUCTS DELIVERY ORDER (DO) FOR MAINTENANCE OF INTERACTIVE MULTIMEDIA INSTRUCTION (IMI) COURSEWARE, 15 DEC 06,
[HTTP://WWW.ATSC.ARMY.MIL/ITSD/IMI/DLETPDOTEMPLATES.ASP](http://www.atsc.army.mil/itsd/imi/dletpdotemplates.asp).

2. PURPOSE: TO ESTABLISH AN ARMY-WIDE PROCESS, TO INCLUDE THE ARMY NATIONAL GUARD AND THE ARMY RESERVE, FOR THE DEVELOPMENT, MANAGEMENT, REGISTRATION, AND DELIVERY OF DL COURSEWARE THAT REDUCES DUPLICATION OF EFFORT, ENSURES CONFORMANCE WITH APPLICABLE STANDARDS, ENSURES COST EFFECTIVENESS, AND MAXIMIZES THE USE OF THE ARMY LEARNING MANAGEMENT SYSTEM (ALMS) FOR DL COURSEWARE. THIS MESSAGE DIRECTS THE IMPLEMENTATION OF A DL COURSEWARE REVIEW AND APPROVAL PROCESS IMMEDIATELY UPON RELEASE OF THIS MESSAGE. THIS POLICY APPLIES TO ALL ARMY ACTIVITIES, TO INCLUDE BUT NOT LIMITED TO ARMY COMMANDS (AC), ARMY SERVICE COMPONENT COMMANDS (ASCC), DIRECT REPORTING UNITS (DRU), PROGRAM MANAGERS (PM), AND PROGRAM EXECUTIVE OFFICERS (PEO).

3. THE SCOPE OF THIS MESSAGE INCLUDES ALL DL COURSEWARE IN THE U.S. ARMY, DEFINED AS ALL INSTRUCTIONAL MEDIA, SYNCHRONOUS AND ASYNCHRONOUS, THAT USES THE FOLLOWING METHODS: CORRESPONDENCE COURSES, INTERACTIVE MULTIMEDIA INSTRUCTION, INCLUDING INTERACTIVE COURSEWARE, ELECTRONIC GUIDES, INTERACTIVE ELECTRONIC TECHNICAL MANUALS, ELECTRONIC TESTING, NEW EQUIPMENT TRAINING, ELECTRONIC PERFORMANCE SUPPORT SYSTEMS, COMPUTER AIDED INSTRUCTION,

COMPUTER MANAGED INSTRUCTION, ELECTRONIC JOB AIDS, INTERACTIVE VIDEO DISC, AND OTHER INTERACTIVE INSTRUCTION USING A TECHNOLOGY INTERFACE (E.G., VIDEO TELETRAINING, EMAIL, CHAT ROOMS, ETC.). IT ALSO INCLUDES SIMULATION, AND INTERACTIVE TRAINING TECHNOLOGY (ON LINE AND STAND ALONE GAMING) ONLY WHERE IT IS USED WITHIN INSTRUCTIONAL MEDIA AS DEFINED ABOVE.

A. EXCLUDES FULL-SCALE SIMULATORS, PART-TASK TRAINING DEVICES IN WHICH ACTUAL EQUIPMENT OR SIMULATED EQUIPMENT NOT INTEGRAL TO THE COURSEWARE IS REQUIRED FOR PROGRAM PERFORMANCE AND COMPUTER-CONTROLLED TRAINING CAPABILITIES EMBEDDED IN ACTUAL EQUIPMENT.

B. ALSO EXCLUDES INTERACTIVE MULTIMEDIA INSTRUCTION AND COURSEWARE DEVELOPED IN A NON-DIGITAL FORMAT OR MEDIA (E.G., PAPER, FILM, AND MAGNETIC TAPE).

4. COMMANDING GENERAL, U.S. ARMY TRAINING AND DOCTRINE COMMAND (TRADOC) SERVES AS THE ARMY EXECUTIVE AGENT FOR IMPLEMENTATION AND PROVIDES OVERSIGHT FOR THE TRADOC PROGRAM INTEGRATION OFFICER FOR THE ARMY DISTRIBUTED LEARNING PROGRAM (TPIO TADLP) IN COOPERATION WITH HQDA G-3/5/7.

5. TPIO TADLP IS THE RESPONSIBLE OFFICE FOR ESTABLISHING AN ARMY-WIDE PROCESS FOR THE DEVELOPMENT, MANAGEMENT, REGISTRATION, AND DELIVERY OF DL COURSEWARE. TPIO TADLP WILL:

A. ESTABLISH A REVIEW APPROVAL AND REGISTRATION PROCESS FOR ALL PRODUCTS AS DEFINED IN PARAGRAPH 3 AND FUNDING IN ACCORDANCE WITH THE REFERENCES.

B. APPROVE ALL PROPOSED EXPENDITURES, REGARDLESS OF COST OR SOURCE OF FUNDING, FOR THE DEVELOPMENT OF DL COURSEWARE AND INTERACTIVE MULTIMEDIA COURSE CONTENT AS DESCRIBED IN PARAGRAPH 3.

C. ENSURE PROPOSED PRODUCTS ARE NOT ALREADY AVAILABLE IN THE ALMS, JKDDC, OR OTHER SOURCES IN ACCORDANCE WITH THE REFERENCES.

D. MAINTAIN REGISTRY OF ALL DL PRODUCTS DESCRIBED IN PARAGRAPH 3.

E. CO-CHAIR A DL COURSEWARE REVIEW BOARD WITH HQDA DCS G-3/5/7 TO REVIEW AND APPROVE PRODUCTS AS DEFINED IN PARAGRAPH 3 ON A CONTINUOUS BASIS. THE COURSEWARE DEVELOPMENT PRIORITY LIST WILL BE REVIEWED IN CONJUNCTION WITH THE TADLP COURSEWARE PRIORITIZATION CONFERENCE.

F. ENSURE DOD-WIDE REUSABILITY, REGISTRATION OF PRODUCTS, MITIGATE DUPLICATION OF PRODUCTS, CONSOLIDATED CONTRACTING WITH REFERENCE 1H, AND LOW-COST OR NO-COST SOLUTIONS INCLUDING THE REUSE OF COURSEWARE DEVELOPED IN-HOUSE BY ARMY AGENCIES.

G. DEVELOP AND IMPLEMENT PLANS TO COMPLETE TRANSITION OF ALL LMS TO THE ALMS NLT JANUARY 2011.

6. ALL ARMY AGENCIES WILL:

A. PROGRAM MANAGERS, COMMANDANTS, AND COMMANDERS ARE REQUIRED TO COORDINATE WITH TPIO TRADOC TO PROVIDE AND REGISTER CURRENT/FUTURE PRODUCTS AS DEFINED IN PARAGRAPH 3.

B. DOCUMENT DEVELOPMENT USING APPROVAL PROCESSES DESCRIBED IN REFERENCE 1G AND DEVELOPMENT REQUIREMENTS DESCRIBED IN REFERENCE 1H.

C. PRIOR TO DEVELOPING REQUIREMENTS, COORDINATE WITH TPIO TRADOC TO ENSURE THE PRODUCT DOES NOT ALREADY EXIST WITHIN THE ALMS, JKDDC, OR OTHER SOURCES IN ACCORDANCE WITH THE REFERENCES.

D. ENSURE TPIO TADLP APPROVAL BEFORE CERTIFYING FUNDS TO DEVELOP ANY PRODUCTS AS DESCRIBED IN PARAGRAPH 3.

E. ENSURE TPIO TADLP APPROVAL BEFORE PROCEEDING TO CONTRACT AWARD.

F. ALLOCATE ADEQUATE AND APPROPRIATE RESOURCES TO ENSURE SUCCESSFUL DEVELOPMENT EFFORTS. THE ALLOCATION OF ADEQUATE SUBJECT MATTER EXPERTS, TRAINING DEVELOPERS, AND QUALITY ASSURANCE REPRESENTATIVES IS A PREREQUISITE RESPONSIBILITY OF THE SCHOOL / PROPONENT, IMPLIED BY RECEIPT OF FUNDS AND APPROVAL FOR COURSEWARE DEVELOPMENT.

G. DEVELOP COURSE OF ACTION TO MIGRATE DL COURSEWARE TO THE ALMS. MIGRATION WILL BE COMPLETE NLT 1STQTR FY09.

H. FOLLOW THE SYSTEMS APPROACH TO TRAINING (SAT) PROCESSES AND STANDARDS ESTABLISHED BY TRADOC DESCRIBED IN REFERENCE 1F.

I. THE DISTRIBUTED LEARNING EDUCATION AND TRAINING PRODUCTS (DLETP) CONTRACT IS THE APPROVED CONTRACT VEHICLE FOR THE DEVELOPMENT OF ALL DL COURSEWARE IN THE ARMY. TPIO TADLP WILL GRANT EXCEPTIONS FOR NON-DLETP DEVELOPMENT ON A CASE-BY-CASE BASIS. HOWEVER, ALL DEVELOPMENT MUST COMPLY WITH SPECIFICATIONS IN THE REFERENCES REGARDLESS OF CONTRACT VEHICLE USED.

J. THIS GUIDANCE APPLIES TO ALL EXPENDITURES, INCLUDING BUT NOT LIMITED TO CONTRACTOR SUPPORTED DL DEVELOPMENT OR MAINTENANCE AND IN-HOUSE DEVELOPMENT BY GOVERNMENT PERSONNEL.

7. POINTS OF CONTACT ARE:

A. HQ TRADOC, DCSOPS&T (ATTG-C): LTC MARK LYNCH, DSN 680-5523, COMMERCIAL 757-788-5523, EMAIL MARK.LYNCH@US.ARMY.MIL.

B. HQDA, DCS G-3/5/7 (DAMO-TRI): LTC KELLY-MARIE CARTER, DSN 224-9825, COMMERCIAL 703-614-9825, EMAIL KELLY.M.CARTER@US.ARMY.MIL.

8. THIS MESSAGE WILL EXPIRE ON 5 JUNE 2009.